

EXPENSES CLAIM

Claim Number

8506:

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual intake to work

Only mileage in excess of your usual journey can be claimed. Please make this adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
13/01/2015	0645	-	Coffee at Wesley's café				2.30	✓
		-	Taxi from final meeting to catch train (hus strike)	Taxi			10.00	✓
		2000	Food on train on return to home				5.45	✓
				sub-total		0	0	17.75

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**** Signed**

Date: _____

21 JAN 2015

total amount claimed

17.75

less cash advances received

amount claimed for payment

17.75

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you

EXPENSES CLAIM

Claim Number

25498

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

[illegible]

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson *

A parking claim must be approved by David West, Club Vehicle		
Date	Reason	Amount
		0.00

Signed

Date _____

11.11.11-45 Jan 12th 11 SAT 11th 11

1234567891011121314151617181920212223242526272829303132333435363738394041424344454647484950515253545556575859606162636465666768697071727374757677787980818283848586878889909192939495969798991001011021031041051061071081091101111121131141151161171181191201211221231241251261271281291301311321331341351361371381391401411421431441451461471481491501511521531541551561571581591601611621631641651661671681691701711721731741751761771781791801811821831841851861871881891901911921931941951961971981992002012022032042052062072082092102112122132142152162172182192202212222232242252262272282292302312322332342352362372382392402412422432442452462472482492502512522532542552562572582592602612622632642652662672682692702712722732742752762772782792802812822832842852862872882892902912922932942952962972982993003013023033043053063073083093103113123133143153163173183193203213223233243253263273283293303313323333343353363373383393403413423433443453463473483493503513523533543553563573583593603613623633643653663673683693703713723733743753763773783793803813823833843853863873883893903913923933943953963973983994004014024034044054064074084094104114124134144154164174184194204214224234244254264274284294304314324334344354364374384394404414424434444454464474484494504514524534544554564574584594604614624634644654664674684694704714724734744754764774784794804814824834844854864874884894904914924934944954964974984995005015025035045055065075085095105115125135145155165175185195205215225235245255265275285295305315325335345355365375385395405415425435445455465475485495505515525535545555565575585595605615625635645655665675685695705715725735745755765775785795805815825835845855865875885895905915925935945955965975985996006016026036046056066076086096106116126136146156166176186196206216226236246256266276286296306316326336346356366376386396406416426436446456466476486496506516526536546556566576586596606616626636646656666676686696706716726736746756766776786796806816826836846856866876886896906916926936946956966976986997007017027037047057067077087097107117127137147157167177187197207217227237247257267277287297307317327337347357367377387397407417427437447457467477487497507517527537547557567577587597607617627637647657667677687697707717727737747757767777787797807817827837847857867877887897907917927937947957967977987998008018028038048058068078088098108118128138148158168178188198208218228238248258268278288298308318328338348358368378388398408418428438448458468478488498508518528538548558568578588598608618628638648658668678688698708718728738748758768778788798808818828838848858868878888898908918928938948958968978988999009019029039049059069079089099109119129139149159169179189199209219229239249259269279289299309319329339349359369379389399409419429439449459469479489499509519529539549559569579589599609619629639649659669679689699709719729739749759769779789799809819829839849859869879889899909919929939949959969979989991000100110021003100410051006100710081009101010111012101310141015101610171018101910201021102210231024102510261027102810291030103110321033103410351036103710381039104010411042104310441045104610471048104910501051105210531054105510561057105810591060106110621063106410651066106710681069107010711072107310741075107610771078107910801081108210831084108510861087108810891090109110921093109410951096109710981099110011011102110311041105110611071108110911101111111211131114111511161117111811191120112111221123112411251126112711281129113011311132113311341135113611371138113911401141114211431144114511461147114811491150115111521153115411551156115711581159116011611162116311641165116611671168116911701171117211731174117511761177117811791180118111821183118411851186118711881189119011911192119311941195119611971198119912001201120212031204120512061207120812091210121112121213121412151216121712181219122012211222122312241225122612271228122912301231123212331234123512361237123812391240124112421243124412451246124712481249125012511252125312541255125612571258125912601261126212631264126512661267126812691270127112721273127412751276127712781279128012811282128312841285128612871288128912901291129212931294129512961297129812991300130

total amount claimed	2132.01
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loss cash advances received

amount claimed for payment 1132.01

If no break down is provided please add a brief description of the items consumed. Thank you.

Name	Job Level	Payroll NO.	Department
Christopher Graham			

[illegible]

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed		Date	
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total amount claimed	-9.58
less cash advances received	
amount claimed for payment	-9.58

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If no break down is provided please add a brief description of the items consumed. Thank you.